

State of Hawaii
Department of Public Safety
Correction Program Services Division
Substance Abuse Services

Addendum A

February 22, 2010

To

Request for Proposals

**RFP No.: PSD 10-CPS/SA-20
Intensive Outpatient Substance Abuse Treatment
Program (IOP) for Moderate Risk Male Offenders
on the Island of Oahu**

Date Issued: February 2, 2010

February 22, 2010

ADDENDUM NO. A

To

**REQUEST FOR PROPOSALS
Intensive Outpatient Substance Abuse Treatment Program (IOP) for
Moderate Risk Male Offenders on the Island of Oahu
RFP No.: PSD 10CPS/SA-20**

The Department of Public Safety, Correction Program Services Division, Substance Abuse Services is issuing this addendum to RFP Number PSD 10-CPS/SA-20, Intensive Outpatient Substance Abuse Treatment Program (IOP) for Moderate Risk Male Offenders on the Island of Oahu for the purposes of:

- ☒ Responding to questions that arose at the orientation meeting of <Date> and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- ☐ Amending the RFP.
- ☐ Final Revised Proposals

The proposal submittal deadline:

- ☒ **is amended to March 8, 2010.**
- ☐ is not amended.
- ☐ for Final Revised Proposals is <date>.

Attached is (are):

- ☒ A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- ☐ Amendments to the RFP.
- ☐ Details of the request for final revised proposals.

If you have any questions, contact:

Marc S. Yamamoto, email: marc.s.yamamoto@hawaii.gov
919 Ala Moana Blvd., Room 413
Honolulu, Hawaii 96814

Responses to Question Raised by Applicants

For RFP No.: PSD 10-CPS/SA-20, Intensive Outpatient Substance Abuse Treatment Program (IOP) for Moderate Risk Male Offenders on the Island of Oahu

The following questions have been received and their corresponding responses:

1. RFP Reference page 2-4:

a). The target population consists of sentenced felons who have been identified as needing an appropriate level of substance abuse treatment services based on LSI-R/ASUS scores.

Question: Will the LSI-R/ASUS be accompanying the referral of each offender?

Response: *LSI-R/ASUS will be available in the inmate file.*

b). As part of the assessment process, the provider shall review the offender's institutional file for any additional information that may contribute to formation of the treatment plan.

Question: How readily accessible are the offender institutional files to the providers?

Response: *Provider shall have access to the files for review by policy.*

2. RFP Reference page 2-5

a). It should be noted that the offender should be accepted into treatment at a maximum of 24 months prior to his tentative parole date so that he may complete all components of the continuum of care for his or her treatment. (This is to include primary treatment, continuing care, and aftercare.)

Questions:

1) Who in PSD is tasked to make offender referrals to the provider and will they follow these guidelines before in making the referral?

Response: *These guidelines are adhered to as much as possible by our classification unit. The 2-year time frame will be the norm but there may be exceptions.*

2) What if the offender has pending charges and is still referred to our IOP program? Are these factors considered before a referral is made for IOP services?

Response: *These factors are considered before assignment to treatment.*

b) Program shall be tailored to deal with needs identified in the LSI-R/ASUS and offender's assessment and treatment plan.

Question: Will the LSI-R/ASUS be part of the referral information provided about the offender being referred? If not, is this something that can be implemented as part of the referral of an offender?

Response: *The LSI-R/ASUS is available for review in the institutional file.*

c) Provider shall utilize a cognitive -behavioral curriculum that addresses the interaction of criminal thinking and drug abuse using a group treatment format.

Question: Is there a particular cognitive curriculum PSD preferred to be used?

Response: *The RDAP curriculum is preferred as it is used in our other two levels of SA tx. Other curricula can be used.*

3. RFP Reference page 2-5, 2-6

d) Provider shall provide at least 5 closed IOP education and treatment groups that operate on an on-going basis throughout the year at Halawa Correctional Facility, and Waiawa Correctional Facility. It is recommended that each offender attend a minimum of four group sessions per week, approximately two (2) hours per session for a minimum of thirty six (36) weeks, thus allowing the offender to receive a total of two hundred eighty eight (288) hours of structured group education and treatment before completion of treatment. In some cases, individuals may need to have more than the recommended thirty six (36) weeks of treatment based on their personal progress in treatment.

Question: Please clarify, provider runs 1 closed group at each facility for 36 weeks with a maximum number of 15 offender s. There are a total of 5 groups each 2 hours in duration consisting of 4 groups per week of education and one weekly focus group. Is this correct?

Response: *Provider will operate 3 groups at WCF and 2 groups at HCF in a one year period. It may be necessary to operate more than one group at a time.*

4. RFP Reference page 2-6

a) Depending on offender availability and the size of the meeting/classroom space, the basic format for the groups is as follows:

Questions: 1) Are there specific meetings rooms that are designated for IOP services that will not interrupt IOP services on-going?

Response: *Meeting rooms will be provided at each facility as coordinated by the Offender Services Administrator.*

2) Will there be a desk, telephone access and computer access?

Response: *HCF can provide these. WCF will do all it can to provide these but it may be necessary to share a space.*

b) The structured group education and counseling groups shall be offered either during daytime or evening hours, Monday through Saturday, during hours that do not interfere with other correctional facility priorities.

Question: Are there specific timeframes provider has to work within such as mealtimes, family visits etc.?

Response: *Yes. All meeting times and days must be coordinated with the Offender Services Administrator at each facility.*

c) Procedures for re-admitting inmates to a program if they have been terminated for breaking rules

Questions: 1) Which rules facility rules or program rules?

Response: *Program rules. Institutional rules may change security status and require inmate movement.*

2) If the groups are to be closed, do you want an offender to have the ability to re-gain their status in their treatment?

Response: *This could be reviewed on a case by case basis but in most cases, the inmate would have to sign up to repeat.*

d) Procedures for re-admitting inmates to a program if they have already completed IOP treatment and regress in recovery as noted by behavioral problems, positive urinalysis, facility misconducts, etc.

Questions: 1) Who does the UA's?

Response: *Security staff.*

2) If facility conducts UAs can the provider request a UA to be done?

Response: *Yes.*

3) If yes will that be a fee separate from this contract?

Response: *No fee. The security staff will conduct the UA under PSD budget.*

4) Re-admitting offenders who have regressed, does PSD want them to re-gain status in original group or wait for the next group?

Response: *See response to Item 4.c.2 above.*

5. RFP Reference page 2-7
Continuing Care shall be provided for the purpose of reinforcing and maintaining recovery from the time of completion of treatment to the time when the offender transfers to either parole status or to a community level facility.

Questions: 1) If the offender is in community level and regresses – i.e. at Laumaka – are services required to be rendered?

Response: *Possibly but offender would have to go back on wait list.*

2) If so, will the services have to be provided at Laumaka or only at Waiawa and Halawa?

Response: *No services at Laumaka. Depending on offense, inmate will likely be moved back to Halawa.*

6. RFP Reference page 2-8
The booster sessions should be used as a refresher for the offender who completed treatment and has somewhat digressed in his performance since completing treatment. This should not be used for the offenders who have relapsed into active substance use and abuse.

Question: - If offender completes services while incarcerated, and paroles, seeks services as a refresher – will this contract cover services as Booster Sessions conducted at the provider's community based facility?

Response: *Such services could be conducted as part of the aftercare provision. For PSD purposes, continuing care occurs in the facility after treatment, after care occurs in the community.*

7. RFP Reference page 2-10
The staff qualifications for the applicant shall provide the minimum qualifications and experience of staff assigned to the project.

Question: Does the employee of the provider of services have to be CSAC credentialed?

Response: *Prefer CSAC certified. Have to be CSAC or supervised closely by one in order to conduct assessments by HRS.*

8. Could PSD estimate the number of offender referrals they anticipate at each site i.e. Halawa Correctional Facility, and Waiawa Correctional Facility?

Response: *Estimate 45+ at WCF.
Estimate 30+ at HCF. Those inmates above the number that could be served by the 5 groups may be served if PSD is able to provide funding to cover those services.*

9. Question: Regarding item 4 of the Proposal Application Identification Form, SPO-H 200
- Does the fiscal year (FY) apply to the project fiscal year of June 1 through September 30 or the State of Hawaii's fiscal year? If the State of Hawaii's fiscal year applies please advise the start/end dates.
 - Do we include the fiscal years for the initial 24 months project contract duration only or do we also include the fiscal years for the optional 24 month contract extension period?

Response: *The budget is for the cost items associated with this contract for the twenty-four month period. The proposed contract term is June 1, 2010 to May 31, 2012.*

10. Question: Regarding the Budget Request, form SPO-H 205
- Should we include a budget for each of the project's 2 years duration?
 - Should we include a budget for the initial contract duration only or do we also include a budget for the optional contract extension period?
 - Do we include our overheads and profit or just the costs shown?

Response: *See response to question 9. For additional instructions please refer to SPO instructions at:
http://www4.hawaii.gov/StateFormsFiles/budfminstr_smplep2.pdf
SPOH-205 should be filled for the initial contract term.*

11. Question: Regarding form SPO-H 205A
- This form appears the same as form 205. Is this the budget for the total initial 24 month project duration?
 - Do we also complete an additional form for the optional contract extension period?

Response: *SPOH-205A is an organization wide budget by source of funds. For additional instructions please refer to SPO instructions at:
http://www4.hawaii.gov/StateFormsFiles/budfminstr_smplep2.pdf
SPOH-205 should be filled for the initial contract term.*

12. Question: Regarding forms SPO-H 206A SPO-H 206B and SPO-H 206F
- Do we also complete an additional form for the optional contract extension period?

Response: *SPOH – 206A, 206B and 206F should be submitted for the initial contract term only.*